



Dunedin Ice Hockey Association Job Descriptions

The following positions are available for the 2010 season. The seven board of directors positions will be filled by election at the Annual General Meeting on 7 November. The remaining positions will be filled by the new board, but we will be seeking volunteers at the AGM.

BOARD OF DIRECTORS

President

- Shall, when present, chair Annual General, Special General, and Board of Directors Meetings.
- Shall perform all the duties usually pertaining to the office of the President including the general management and supervision of the DIHA.
- Ensuring that the DIHA is represented on the SIHL, the NZIHF, Ice Sports Dunedin Inc, and any other relevant external body.
- Ensure that all disciplinary matters are dealt with promptly, efficiently and fairly.

Vice President (Hockey Operations)

- Shall, in the absence of the President, assume all the powers and duties of the President.
- Shall coordinate all activities relating to the provision of ice hockey. This will include coordinating regular meetings of the Hockey Operations Team (Head referee, Scorebox Coordinator, Equipment manager, Coaching Coordinator) with league coordinators.
- Present to the Board of Directors any requirements in terms of officiating, equipment, coaching requiring the board's attention.

Youth Vice President

- Report to all Board of Directors and Annual General Meetings on their area of responsibility.
- Coordinate the provision of Saturday Club night hockey, working with relevant coaches and managers.
- Ensure that all youth players are placed in appropriate practices, and have a range of competitive games throughout the season.

Adult Vice President

- Report to all Board of Directors and Annual General Meetings on their area of responsibility.
- Coordinate the provision of social hockey (DIHL), the premier league and any other senior leagues, working with relevant coaches and managers.
- Ensure that all senior players are placed in appropriate practices, and have a range of competitive games throughout the season.

Treasurer

- Shall keep books of accounts showing the current financial position of the DIHA.
- Shall receive, receipt and deposit all monies or valuables in the name of the DIHA in such bank accounts as designated by the Board of Directors.
- Shall issue invoices or statements of accounts to members for all sums due to the DIHA.
- Shall make all payments or reimbursements by cheque for amounts due to creditors that are approved by the Board of Directors.
- Shall see to the appointment of an Auditor by the Board of Directors (who may not a member of the Board of Directors). The Auditor shall audit the accounts of the DIHA and shall attach an audit report to the Treasurer's Annual Financial Statements for presentation to the Annual General Meeting.
- On 31 October of each year, close and balance the books of account of the DIHA for auditing and presentation at the Annual General Meeting.
- Shall preside over any committee established for financial purposes. Shall report regularly to the Board of Directors and Annual General Meetings on his or her areas of responsibility.

Secretary

- Shall keep a record of all minutes for Annual General, Special General, and Board of Directors Meetings for reporting to members.
- Shall establish and maintain a register of those present and entitled to vote prior to the commencement of each Meeting at which the Secretary is responsible for the minutes.
- Shall hold an up-to-date copy of the Register of all members.
- Shall send out or post all notices of meetings and minutes, and shall conduct or oversee all correspondence and keep records of these documents.
- Shall be charged with the supervision of nominations to any vacancy to any position on the Board of Directors, as well as non-executive officer and committee positions.
- Shall forward to the Registrar of Incorporated Societies such notices and returns as the Registrar shall from time to time require.
- Shall perform all duties relating to the office of Secretary as required by this Constitution or DIHA By-Laws.

Vice President (Communications)

- Shall have overall responsibility for the promotion of ice hockey, and the communication with members.
- Develop a plan to promote the sport of ice hockey in Dunedin, particularly Kiwihockey and Adult Beginner hockey, and implement it.
- Have responsibility for the maintenance of ClubHub, working with league coordinators and the Youth and Adult Vice Presidents.

NON-BOARD POSITIONS

These positions are appointed by the Board of Directors following the Annual General Meeting. We are however calling for volunteers at present.

Coaches

Coaches take lead responsibility for coaching a team through tournaments and leagues. Coaches must be suitably qualified.

Peewee
Bantam (some tournaments/games, bantams attend midget practice)
Midget
Junior
Premier Grade (x3)

Assistant Coaches

Assistant coaches assist a team's head coach at practices and/or games. Assistant coaching is a good start to your coaching career, particularly helping out the younger grades.

Kiwi hockey
Peewee
Midget
Junior
SNC
Adult Beginners
Goalie Coaching

Managers

Managers are responsible for all communication and finances to do with their grade or training session. They are expected to attend sessions, communicate with players, ensure that only registered and paid up players attend the session. They collect money for practices and tournaments and return it to the club. For club rep teams that compete, they will be responsible for distributing and returning club tops to players. They are responsible for taking responsibility for the allocation of club gear to members for the season or league.

Kiwi hockey
Peewee
Bantam
Midget
Junior
SNC
Adult Beginners
Goalie Training

League Coordinators

League Coordinators organise, advertise, and collect registrations for leagues, organising players into teams and overseeing the competition.

Club Night (Saturday)
Dunedin Ice Hockey League
Oldtimers League
'B' Checking League
Premier League

Operations Team

Coaching Coordinator – Advertises for and assigns coaches and assistant coaches to teams. Organises training for DIHA coaches, seeks out new coaches and qualifies them through the NZIHF training programme. Distributes coaching credits to coaches.

Equipment Manager – Responsible ensuring the equipment held in the club gear room is sufficient to meet the needs of the club. Maintains a schedule of all equipment, makes recommendations to the Board of Directors for purchasing new equipment. Mostly is responsible for repairing, or arranging for the repair of, broken equipment.

Ice Time Manager – Responsible for making all ice bookings and checking to ensure that ice time billed matches that booked.

Referee-in-Chief – Coordinates the provision of qualified on-ice officials for all games. Implements a mentoring system to develop new officials up to the required standard. Maintains records to ensure that officials get paid.

Scorebox Coordinator – Coordinates the provision of qualified off-ice officials for all games. Implements a local training system to develop new officials up to the required standard. Maintains records to ensure that officials get paid.

Executive Team

Ice Sports Dunedin Board Reps – two nominees of the club that are elected to the board of Ice Sports Dunedin, who run the rink.

Southern Ice Hockey League Reps – two nominees of the club who represent the DIHA at SIHL meetings.

New Zealand Ice Hockey Federation Rep – a nominee of the club that represents the club and the SIHL at the NZIHF.

Fundraising Coordinator – Coordinates and implements fundraising in the club, particularly grant applications to charities.

Sponsorship – Seeks sponsorship for club activities.

Auditor – Audits all club accounts for presentation at the AGM.

Membership Registrar – Ensures that ClubHub is up-to-date with new members.

Communications Coordinator – Writes and distributes the club newsletter through ClubHub to all members.

Web Site Coordinator – Keeps the DIHA web site up-to-date with club information and news.

Marketing Coordinator – Develops a marketing plan and implements it to promote the club and the sport of ice hockey. Promotes ice hockey to schools, university students, etc. Develops the DIHA brand into merchandise etc.